



**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, JULY 8, 2021  
691 Main Street  
Cheswold, Delaware 19936**

***ATTENDANCE VIA ZOOM AVAILABLE***

**Planning Commissioners In Attendance:**

Mr. Barry Jones, Chairperson  
Ms. Colleen Ostafy, Commissioner  
Mr. Carl Schultz, Commissioner  
Ms. Barbara Cooper, Commissioner – via ZOOM  
Mr. Reginald Valentine, Commissioner

**Also in Attendance:**

Mr. Thomas Wilkes, P.E., Town Engineer *via* ZOOM  
Ms. Sam Callender, Land Use Administrator  
Mr. Michael Callender, Code Enforcement Officer

**MEETING OPENING:**

The meeting was called to order at 5:12 p.m., by Commissioner Schultz at the request of Chairperson Jones, and a Salute to the Flag and a Moment of Silence immediately followed.

After the moment of silence, he confirmed that the meeting had been properly posted and conducted a roll call, after which it was acknowledged that a quorum was in attendance, and the meeting proceeded.

**AGENDA REVIEW:**

A call for a review of the agenda was made and Commissioner Schultz requested a motion that it be accepted as presented or as amended, as required.

Commissioner Ostafy made the motion to accept the agenda as presented and Commissioner Valentine made a second to the motion. It was passed by a unanimous vote of the Commissioners in attendance.

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**MINUTES REVIEW:**

The following minutes were reviewed and voted upon:

**June 10, 2021 – Monthly Commission Meeting**

A motion was made by Commissioner Ostafy to approve the minutes as presented. Commissioner Valentine made a second to the motion and it passed with a unanimous roll call vote.

**NEW BUSINESS:**

***NOTHING TO REPORT***

**OLD BUSINESS:**

- **Re-Review of Section 4-2, Part D, Single Lot Development Plan – Land Use Ordinance**  
The Commissioners continued to discuss the potential revisions to Section 4-4 and the associated Tables of 4-1 and 4-2.

***NOTE: It was subsequently agreed by Tom Wilkes, Town Engineer and Sam Callender, (after the meeting), that the entire Section requires a rewrite to reflect the forms and processes that have been implemented since Mrs. Callender has been assigned to be the Land Use Administrator. Mrs. Callender agreed to do the rewrite.***

**COMMISSIONER COMMENTS:**

**Commissioner Ostafy - *Apologized to Ms. Callender for the behavior of one of the resident's at the Meet and Greet held at Nobles Pond.***

**Acting Chairperson Commissioner Schutlz – *NOTHING TO REPORT***

**Commissioner Cooper – *NOTHING TO REPORT***

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Commissioner Valentine - *NOTHING TO REPORT*

Commission Chairperson Jones Comments – *NOTHING TO REPORT*

Town Engineer – *NOTHING TO REPORT*

**Land Use Administrator Comments:** *Informed the Commissioners that the ribbon cutting for the Fire Hydrant Project had been successfully conducted at 11:30 that morning.*

Next Meeting Date:

**Thursday, August 12, 2021 - 5:00 p.m.;** 691 Main St., Cheswold Town Hall for  
**Commissioners and Applicants only**

- **ZOOM** will be available for all others

**MOTION to ADJOURN:**

A motion to adjourn was made by Commissioner Ostafy at 6:36 p.m. A second to the motion was made by Commissioner Valentine and a unanimous roll call vote passed the motion.

***Minutes Submitted by: Land Use Administrator Sam Callender – July 22, 2021***